



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 15-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Mobile Patrol Supervisor, FSN-08\*; FP-6\*\*  
**OPENING DATE:** June 18, 2013  
**CLOSING DATE:** July 2, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 923,619\* (Grade 8)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Mobile Patrol Supervisor in the Regional Security Office.

**BASIC FUNCTION OF POSITION**

The Mobile Patrol Supervisor oversees the daily function and tactical operation of an eighteen (18) member Mobile Patrol Unit. In addition, the Supervisor will be responsible for all administrative functions and yearly performance evaluations of each unit member. The incumbent will report directly to the Regional Security Office via the ARSO in charge of Mobile Patrol.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** Three years of progressively responsible experience in guard force or a closely related field (such as police, gendarmerie, military service) are required. One year of supervisory experience is required.
- 3. Language Proficiency:** Level III English, French and Arabic is required.

**4. Other criteria:** The Incumbent shall be fully knowledgeable of Embassy Algiers security programs and procedures. The MP Supervisor will receive driver training from RSO staff and Local Guard Force training officer. In addition, the incumbent will have working knowledge of Windows word processing software for report writing.

**5. Other Skills and Abilities:** The Mobile Patrol Supervisor must have the ability to act independently, react rapidly and direct the actions of subordinates to a variety of security situations and requests made by American Embassy employees and their dependents. The Supervisor must have the ability to make immediate and independent decisions on how best to handle an evolving security, criminal situation. The supervisor will base his initial response on standing guard orders, experience and guidance from the Regional Security Office. The initial response and tactical direction will be under the Supervisor's best judgment as the circumstances dictate.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**CLOSING DATE FOR THIS POSITION: July 2, 2013**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Mobile Patrol Supervisor, Vacancy Announcement # 15-2013

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**